

## Class Specification

### Certified Nurse Aide II

**Class Code:** PG0212  
**Class Range:** 11  
**Class Status:** Active

**Class Title:** Certified Nurse Aide II  
**Use MJR Form:** Standard

**Subsequent Revision Dates/Comments:**  
09/25/2008 - Workplace AK spec revision: Added Census Job Code and AKPAY Code fields; Replaced Category field with Class Outline Category; Updated EEO4, SOC, and Class Code fields; Removed DOT field.

**Last Update:**                      **EE04:** e                      **SOC:** 31-1012                      **Census:** 07

**Last Update Comments:**

**Definition:**

Certified Nurse Aides II, under general supervision, lead the work of two or more Certified Nurse Aides I on a shift or in a unit of a state-run assisted living facility in providing basic nursing care, personal care, assistance with activities of daily living, and interaction with residents as directed in each resident's plan of care.

### Distinguishing Characteristics:

Certified Nurse Aides perform basic nursing care tasks as delegated by a nurse or basic physical therapy care tasks as delegated by a physical therapist. Basic nursing care includes tasks such as monitoring body functions, taking and recording vital signs, non-invasive collection of physical specimens, recognizing and reporting changes in condition, and performing other routine, repetitive, ongoing care tasks which do not require the professional judgement of a nurse in accordance with established regulations, policies and procedures. Physical therapy care includes tasks such as training, assisting and guiding residents in performance of therapeutic and mobility maintenance exercises and treatments.

Certified Nurse Aide II is the lead level of the series. At this level incumbents are assigned continuous lead responsibility over two or more Certified Nurse Aides I on a designated shift or unit. In addition to providing basic nursing care to residents, incumbents instruct and train Certified Nurse Aides I, assign and monitor work, set task priorities, recommend performance evaluations, and recommend discipline. Lead responsibilities may include participating in recruitment and making recommendations for appointment but not at the level of full supervisory authority.

Certified Nurse Aides II are distinguished from Certified Nurse Aides I by the Certified Nurse Aide II's responsibility to lead the work of two or more Certified Nurse Aides I on a designated shift or unit which includes responsibility for providing instruction and guidance, setting task priorities, and assigning and evaluating work.

Certified Nurse Aides II are distinguished from Assisted Living Aides by the responsibility to perform basic nursing care tasks as delegated by a licensed nurse and leading the work of two or more Certified Nurse Aides I.

### Examples of Duties:

Lead

Provide guidance and instruction on specific care routines, individualized resident care, documentation requirements, respecting residents' rights, and the Eden alternative approach to care.

Determine appropriate priority of tasks required on designated shift or unit. Assign tasks to team members to best meet the needs of the residents.

Monitor and evaluate performance of team members. Provide individual instruction and guidance as required.

Identify and effectively recommend resolutions to problems and issues related to residents, the environment, and relationships (i.e. physical comfort, safety, privacy, individual involvement, spiritual well being). Ensure resolutions are acted on appropriately and completely.

### Nursing Care

Measure and record vital signs including temperature, pulse, blood pressure and respiratory rate. Identify and appropriately report significant changes to the support nurse.

Observe residents and report to the support nurse all significant changes in residents' condition such as skin breakdown, rashes, signs of acute illness or discomfort, signs of inadequate fluid and/or food intake, behavioral changes, loneliness, boredom, or helplessness.

Assist residents with fingernail and toenail care (excluding diabetic nail care).

Weigh residents and chart results identifying significant increases and decreases.

Assist residents with individualized range of motion exercises.

Administer medications and treatments as delegated by nurses. Document as appropriate in resident's care plan.  
Review Assisted Living Plans to ensure current knowledge of all personal preferences, health and behavior-related assistance the resident receives.  
Compare mealtime care plans to contents of meal to ensure presentation of food, environment, fluid consistency and diet are appropriate.  
Record fluid intake and output.  
Provide comfort to residents when death is imminent; ensure post-mortem hygiene and privacy.

#### Training

Develop and present in-service training to all staff in the facility on topics such as the Eden Alternative, residents' rights, and operation of equipment.

Attend mandatory in-service training required to comply with assisted living regulations and division policy.

Participate in educational programs to develop increased knowledge and skills in regard to care of residents including those with Alzheimer's Disease and related disorders.

#### **Knowledge, Skills and Abilities:**

Working knowledge of basic nursing tasks, safety concepts related to nursing, hygiene and restorative care, the process of aging, and psychosocial needs of the elderly.

Working knowledge of the role and responsibility of a nurse aide.

Working knowledge of the principles of body mechanics in transferring and providing personal care to the elderly.

Skill in verbal and non-verbal communication.

Ability to convey information, orally or in writing to a variety of individuals.

Ability to recognize abnormal signs and symptoms of common diseases and conditions.

Ability to perform basic nursing, hygiene and restorative tasks for individuals with cognitive or mobility impairments.

Ability to transfer, position, and assist in ambulation of individuals with cognitive or mobility impairments.

Ability to work with a team, organize daily assignments and complete them in a timely manner.

Ability to document observations and actions taken in the assessment of residents' health, physical condition and well-being.

Ability to observe and document the performance of staff.

Ability to understand, promote, and support residents' rights.

Ability to perform physically demanding work in lifting, transferring and assisting residents.

#### **Minimum Qualifications:**

A current Nurse Aide certification issued by the State of Alaska.

AND

One year of experience as a Certified Nurse Aide I with the State of Alaska or the equivalent elsewhere.

#### **Required Job Qualifications:**

**(The special note is to be used to explain any additional information an applicant might need in order to understand or answer questions about the minimum qualifications.)**

#### **Special Note:**

A criminal background investigation including fingerprinting is required. Individuals convicted of a barrier crime under Alaska Statute 47.33 and Nurse Aides listed on the State of Alaska's Abuse Registry will not be eligible for employment.

Positions require certification as a Nurse Aide in the State of Alaska. A person eligible for certification may apply for a position but may not be appointed until an Alaska certification is obtained.

Successful candidates will be required to provide proof they are free from active pulmonary tuberculosis at the time of hire. Employees are required to be tested annually.

#### **Minimum Qualification Questions:**

Do you have a current Nurse Aide certification issued by the State of Alaska?

AND

Do you have one year of experience as a Certified Nurse Aide I with the State of Alaska or the equivalent elsewhere?

#### **Or Substitution:**

Are you eligible for certification as a Nurse Aide in the State of Alaska?

AND

Do you have one year of experience as a Certified Nurse Aide I with the State of Alaska or the equivalent elsewhere?